

The Regular Meeting of the
Brian Head Town Council
Brian Head Town Hall – Council Chambers
56 North Highway 143 – Brian Head, UT 84719
www.Zoom.us ([Click Here](#))
Via Zoom Meeting ID# 846 0362 7348

TUESDAY, JULY 8, 2025 @ 1:00 PM

TOWN COUNCIL MINUTES

Roll Call

Members Present:

Mayor Clayton Calloway, Council Member Kelly Marshall, Council Member Mitch Risks, Council Member Martin Tidwell

Members Absent:

Council Member Larry Freeberg

Staff Present:

Bret Howser, Town Manager; Shane Williamson, Administration Director; Jon Ficken, Public Works Director; Chief Dan Benson, Public Safety Director

A. CALL TO ORDER

Mayor Calloway called the regular meeting of the Brian Head Town Council to order on Tuesday, July 8, 2025, at 1:00 PM.

B. PLEDGE ALLEGIANCE

Mayor Calloway led the Council and others in the Pledge of Allegiance.

C. DISCLOSURES

There were no conflicts of interest with today’s agenda items. Mayor Calloway stated that the disclosure statements are on file with the Town Clerk and are available for public inspection during normal business hours.

D. APPROVAL OF THE MINUTES:

June 24, 2025, Town Council Meeting Minutes

Motion: Council Member Tidwell moved to approve the June 24, 2025, Town Council meeting minutes. Council Member Marshall seconded the motion.

Action: **Motion carried 4-0-0 (summary: Yes = 4 Vote:** Council Member Marshall, Council Member Tidwell, Council Member Ricks, Mayor Calloway. **Absent:** Council Member Freeberg).

June 24, 2025, Town Council Closed Session Minutes

Bret Howser, Town Manager, reported that Nancy Leigh, Town Clerk, requested that the June 24, 2025 Town Council Closed Session minutes be tabled.

1 **Motion:** Council Member Tidwell moved to table the June 24, 2025 Town Council
2 Meeting Minutes. Council Member Marshall seconded the motion.

3 **Action:** **Motion carried 4-0-0 (summary: Yes = 4 Vote:** Council Member Marshall,
4 Council Member Tidwell, Council Member Ricks, Mayor Calloway. **Absent:**
5 Council Member Freeberg).
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8 **E. REPORTS / PUBLIC INPUT ON NON-AGENDA ITEMS.** Public input is limited
9 to three (3) minutes on non-agenda items.
10

11 **Bret Howser, Town Manager,** reported on several ongoing projects:

- 12 1. The streetlight project started that day with Cache Valley Electric (CVE) trucks visible around
13 town. They were beginning work on installing cement bases for the new lights. The light
14 poles themselves were expected to arrive in the next couple of weeks, slightly delayed from
15 the original late June estimate. Removal of old poles was scheduled to begin around August
16 1st.
- 17 2. The Brian Head Peak Road was partially closed for improvement. The Forest Service was
18 grinding up the road to create a smoother surface before turning it over to the county. The
19 town would then subcontract with the county for maintenance. Bret mentioned the
20 possibility of paving the road in the future, pending grant funding.
- 21 3. Preparations for the July 24th events were underway. Bret encouraged council members to
22 sign up for activities like the 5K run and Dutch oven competition.
- 23 4. The Meadows Loop trail project was nearing completion. A group hike was planned for July
24 15th to clear fallen trees from a section of the trail.
- 25 5. A group of property owners on Forest Drive were moving forward with a sewer line project.
26 The project, estimated to cost around \$40,000-\$50,000, would be funded by seven property
27 owners through a pioneering agreement with the town. The work was expected to start
28 before July 24th and would likely cause significant disruption to the road.
29

30 **Mayor and Council Members Report**

31 Council members discussed the successful 4th of July events, including the pancake breakfast
32 and fireworks display. They noted the large crowds and positive feedback from visitors.
33

34 **Greg Sant, Planning & Building Administrator,** reported an uptick in building permit
35 applications, stating they were receiving almost one permit a day.
36

37 **Jon Ficken, Public Works Director**

- 38 1. The new park pavilion was expected to be in place by July 24th.
- 39 2. The Manzanita Trail overlook was still awaiting delivery of materials but was hoped to be
40 completed by July 24th.
- 41 3. The pond project was completed just before the 4th of July celebrations.
42

43 **Chief Dan Benson, Public Safety Director,** briefly mentioned that the police department was
44 conducting live scenario-based training around the White Bear Condo area that day.
45
46

47 **F. AGENDA ITEMS**

- 48 1. **APPROVAL OF ENGINEERING CONTRACT FOR LAND USE.** A contract award for
49 engineering services.
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1
2 Greg Sant, Building & Planning Administrator, presented the staff report on the
3 engineering contract for land use. Greg explained that the Town has sent out a Request for
4 Proposals (RFP) to ten to twelve engineering firms and received six proposals. After a staff
5 review, Alpha Engineering was selected as the preferred firm.
6

7 Greg highlighted that Alpha Engineering had committed to a five-day turnaround for
8 reviews, which was a significant improvement over the previous three-week timeframe.
9 The contract would be on an hourly basis rather than a fix per item cost.
10

11 The council discussed the selection process, pricing comparisons between firms and the
12 rationale for choosing Alpha Engineering. The Council also addressed concern about
13 potential conflicts with Alpha's existing work for the Town on other projects.
14

15 **Motion:** Council Member Tidwell moved to award the Land Use Construction
16 Engineering contract to Alpha Engineering in a form approved by staff.
17 Council Member Marshall seconded the motion.

18 **Action:** **Motion carried 4-0-0 (summary: Yes = 4 Vote:** Council Member
19 Marshall, Council Member Tidwell, Council Member Ricks, Mayor
20 Calloway. **Absent:** Council Member Freeberg).
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23 **2. TOWN COUNCIL VACANCY DISCUSSION.** A discussion on the process for a vacancy
24 in the Town Council. .
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26 The council briefly discussed the process for filling the vacancy left by Kelly Marshall's
27 resignation. Bret Howser explained that the position would be posted for 14 days, after
28 which the council would interview candidates and make a selection. The selected candidate
29 would serve out the remainder of Council Member Marshall's term.
30

31 The council also discussed the logistics of conducting interviews and making the final
32 decision, with some uncertainty about whether they could enter a closed session to discuss
33 candidates. Bret Howser agreed to seek clarification on the proper procedure.
34
35

36 **3. FY2026 CONSOLIDATED FEE SCHEDULE AMENDMENT.** A resolution amending
37 the FY2026 Consolidated Fee Schedule for the Nightly Rental Disproportionate Cost of Service Fee.
38

39 Bret Howser, Town Manager, presented a draft resolution amending the fiscal year 2026
40 Consolidated Fee Schedule (see attached), specifically addressing the Nightly Rental
41 Disproportionate Cost of Service Fee. Bret explained that there had been some calculation
42 errors in the original fee structure, and the proposed amendment aimed to correct these
43 issues.
44

45 The Council engaged in a lengthy discussion about the appropriate level for the
46 Disproportionate Cost of Service Fee, considering the need to find an additional police
47 officer position and the potential impact on nightly rental property owners. The council
48 debated various percentages of the calculated fee, ranging from 50% to 100%. After
49 considerable deliberation, the Council reached a consensus to set the fee at 80% of the
50 calculated amount.
51

1 **Motion:** Council Member Marshall moved to adopt resolution 25-559 amending the fiscal
2 year 2026 Consolidated Fee Schedule for the Nightly Rental Disproportionate
3 Cost of Service Fee at 80% level of the fee. Council Member Tidwell seconded
4 the motion.

5 **Action:** **Motion carried 4-0-0 (summary: Yes = 4 Vote:** Council Member Marshall,
6 Council Member Tidwell, Council Member Ricks, Mayor Calloway. **Absent:**
7 Council Member Freeberg).

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10 **4. 2025 ARBOR DAY PROCLAMATION.** A Proclamation declaring July 24, 2025, as Brian
11 Head Arbor Day.

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13 No discussion was held on this agenda item (see attached Proclamation).

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15 **Motion:** Council Member Marshall moved to authorize Mayor Calloway to sign the
16 Proclamation declaring July 24, 2025, as Brian Head Town’s 2025 Arbor Day.
17 Council Member Tidwell seconded the motion.

18 **Action:** **Motion carried 4-0-0 (summary: Yes = 4 Vote:** Council Member Marshall,
19 Council Member Tidwell, Council Member Ricks, Mayor Calloway. **Absent:**
20 Council Member Freeberg).

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23 **5. FUTURE AGENDA ITEMS.** Discussion on potential items for future Council agendas.

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25 The council briefly discussed upcoming events and projects, including:

- 26 1. The potential for a community hike and barbecue at the new Manzanita Trail observation
27 deck in September.
28 2. Ongoing beautification projects such as streetlights, street signs, and shuttle stops.
29 3. The completion of the Steam Engine Drive repairs, pending final work by Enbridge.

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32 **G. ADJOURNMENT**

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34 **Motion:** Council Member Marshall moved to adjourn the regular meeting of the Town
35 Council. Council Member Ricks seconded the motion.

36 **Action:** **Motion carried 4-0-0 (summary: Yes = 4 Vote:** Council Member Marshall,
37 Council Member Tidwell, Council Member Ricks, Mayor Calloway. **Absent:**
38 Council Member Freeberg).

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40 The regular meeting of the Brian Head Town Council was adjourned at 2:33 pm on July 8, 2025.

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43 _____
44 Date Approved

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47 Nancy Leigh, Town Clerk